



OHMVR COMMISSION MEETING
Holtville, CA 92250

November 4, 2016

STAFF REPORT: Off-Highway Vehicle Safety Education Committee

STAFF: Greg Schumaker, OHV Training and Safety Coordinator

SUBJECT: ATV Safety Training Organization Minimum Criteria for Certification

Summary

The Off-Highway Vehicle Safety Education Committee (OHV SEC) has adopted a new ATV Safety Training Organization Minimum Criteria for Certification. The OHV SEC is defined in section 38500 of the California Vehicle Code. Members of the OHV SEC include Off-Highway Motor Vehicle Recreation (OHMVR) Commissioner Paul Slavik; the OHMVR Deputy Director Mat Fuzie; Captain Kevin Davis from the California Highway Patrol (CHP); Robert Benson, Department of Motor Vehicles (DMV), Commercial Licensing Policy Manager; and staff from the OHMVR Division. The main function of the OHV SEC is to develop the ATV Safety Training Organization (ATV STO) Minimum Criteria for Certification. The ATV STO has the authority to issue ATV safety certificates to participants who successfully complete their course.

Discussion

On August 31, 2016, the OHV SEC met at the OHMVR Division in Sacramento. In attendance were OHMVR Commissioner Paul Slavik; CHP designee Captain Kevin Davis; DMV designee Robert Benson; OHMVR Division designee Greg Schumaker; George MacDougall, CHP; and OHMVR Division staff Mark Hada and Tom Bernardo.

Prior to the August 31, 2016, meeting, participants were sent a document listing the minimum criteria for certification of an ATV Safety Training Organization. During the meeting, the OHV SEC members provided input regarding the criteria and a consensus was reached. A final draft of the minimum criteria for certification was sent to the OHV SEC members for review. After additional suggested changes were incorporated, the certification criterion was approved (see attachment).

The new ATV Safety Training Organization Minimum Criteria for Certification replaces the 2001 criteria. The OHV SEC will begin accepting new ATV STO proposals on a continuing bases based on the new criteria.

Commission Action

For information only.

Attachments

Minimum Criteria for Certification

California Department of Parks and Recreation

ATV Safety Training Organization Minimum Criteria For Certification (Draft)

Off-Highway Vehicle Safety Education Committee

Introduction:

The Off-Highway Vehicle Safety Education Committee (OHV SEC) is made up of the Commissioner of the California Highway Patrol (CHP), the Deputy Director of the California Department of Parks and Recreation Off-Highway Motor Vehicle Recreation (OHMVR) Division, and the Director of the Department of Motor Vehicles (DMV). The OHV SEC is committed to cultivating an informed community of outdoor recreation enthusiasts dedicated to safe, responsible, and lawful Off-Highway Vehicle (OHV) operation. The Youth All-Terrain Vehicle (ATV) Safety Certificate Program listed in section 38501 of the California Vehicle Code (CVC) is a vital component of the continued safe and responsible use of OHV recreation.

Purpose:

The purpose of this document is to define the minimum criteria for an All-Terrain Vehicle Safety Training Organization (ATV STO). The minimum criteria for certification will be used by the OHV SEC to evaluate an ATV Safety Training Organization for approval.

Scope:

The OHV SEC is charged with the development of the ATV Safety Training Organization minimum criteria for certification. CVC section 38500.1 states that:

The Off-Highway Vehicle Safety Education Committee shall meet periodically to perform all of the following:

(a) Develop minimum criteria for certification as an approved all-terrain vehicle safety training organization. The criteria shall include, but not be limited to, the following:

- (1) Curriculum and materials for training instructors to teach all-terrain vehicle operation and safety.*
- (2) Curriculum and materials for training all-terrain vehicle safety.*
- (3) Curriculum for teaching responsible use of off-highway vehicles with respect to environmental considerations, private property restrictions, off-highway vehicle operating laws, including noise and spark arrestor laws, and prohibitions against operating off-highway vehicles under the influence of alcohol or drugs.*
- (4) Record keeping and insurance requirements to satisfy the requirements of Sections 11103.1 and 11108.*

(b) Upon presentation to the committee of a proposed program by an applicant to become an approved all-terrain vehicle safety training organization, the committee shall determine whether the applicant's program meets the minimum criteria and, if approved, shall recommend the organization for licensing pursuant to Section 11105.6.

Training Principles:

- Accuracy: ATV Safety Certificate Training materials should be prepared by qualified organizations or individuals and updated on a periodic basis.
- Credibility: Experienced / trained instructional staff should apply the knowledge and skills that they are teaching in a safe and responsible manner.
- Comprehensive: Minimally acceptable ATV Safety Certificate Training must cover basic ATV operation including mounting the ATV, starting the engine, stopping the engine, straight line riding, stopping, turning, riding on hills, and environmentally sustainable practices.
- Clarity: ATV Safety Certificate Training must not only be accurate and comprehensive, it must also be clear. The ATV Safety Certificate Training materials must be understandable by youth between the ages of 6 to 17, inclusive. Training materials should be written in the language and grammar of everyday speech for youth. The training materials should accommodate a range of different literacy levels and learning styles. Training materials should be printed in English and Spanish. Training materials may also need to be translated into additional languages to reach diverse audiences.

Principles of Learning:

- Participants learn best by doing
- The training environment must be conducive to learning
- New skills should be based upon current skills
- Participants learn from a variety of learning activities
- Participants need direct experience to apply new skills
- Participants need frequent feedback
- Small group activities are an important component to the learning process
- Participant learning must be reinforced

Learning Objectives:

A learning objective describes the behavior the trainer expects participants to demonstrate as a result of the training and can be used to evaluate the success of the training session. Minimum ATV learning objectives should include:

- Pre-ride ATV inspection
- ATV riding risk management strategies
- Location and function of ATV controls
- How to start an ATV
- How to ride an ATV in a straight line
- How to stop an ATV
- How to turn an ATV
- How to ride an ATV on Hills
- Environmentally responsible ATV riding practices

Instructor Staff:

Instructors shall be deemed competent by the ATV STO to instruct courses on the basis of documented relevant knowledge and experience. Instructors will need to complete a DMV Occupational License Application and be approved by the California DMV. Each ATV STO shall have the means to ensure instructors maintain their instructor standing.

Instructor-Trainee Ratios:

Classroom 25 trainees per instructor, maximum

Practical 6* trainees per instructor, maximum

* Unless the petitioning ATV STO can justify the safe use of more than 6 ATVs per instructor.

Proficiency Assessment:

Proficiency of the learning objectives shall be evaluated and documented by a licensed ATV instructor with written assessment and a skills demonstration to evaluate whether the program achieves its stated objectives. An ATV riding skills demonstration test may be used in lieu of ATV certificate training if the candidate can successfully verify all of the learning objectives.

Training Resources:

Training facilities shall have sufficient resources, equipment, and site locations to perform classroom and hands-on training in a safe setting conducive to effective learning and shall have sufficient organization, qualified instructional staff, support staff, and services to conduct such training.

- The ATV training area should be of sufficient size to safely maneuver the ATVs around.
- The ATV training area cannot be on pavement and should be a flat open area free of obstacles and debris.
- ATV training participants must wear a DOT approved helmet, goggles, gloves, over-the-ankle footwear, long pants, and a long sleeved shirt or jacket.
- CVC section 38304. The operator of an off-highway motor vehicle shall be able to reach and operate all controls necessary to safely operate the vehicle.

Record Keeping:

The ATV STO shall maintain records identifying:

- The date the ATV Safety Certificate Course was completed
- Name and unique identifier of each trainee
- A clear indication of which trainees successfully completed the course
- The number of the ATV Safety Certificate issued to the participant cross-referenced by name, unique identifier, and date of course completion.

Program Leadership:

Each ATV STO shall demonstrate the capacity for providing leadership and for managing the ATV STO program including quality assurance and internal program evaluation.

Program Monitoring:

ATV STO monitoring is the responsibility of the DMV and California Department of Parks and Recreation.

Conclusion:

This document establishes the ATV STO minimum criteria for certification. A potential ATV STO is welcome and encouraged to go beyond the minimum criteria. The use of technology including web based applications, virtual reality, and future technological advancements may be approved by the OHV SEC as long as they meet the minimum criteria.